

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: EQUAL OPPORTUNITY & CONSIDERATION OF OTHERS PROGRAM		CHECKLIST EFF 1 OCTOBER 1999	PAGE 1 OF 3	
INSPECTION OFFICE/AGENCY EQUAL OPPORTUNITY		INSPECTOR'S NAME & PHONE NUMBER		
ITEM		GO	NG	NA
<p>TASK: Establish and maintain a command/Grp/Bn Equal Opportunity Program, Considerations of Others Program and an environment free of sexual harassment.</p> <p>CONDITIONS: Given the mission of establishing and maintaining the commander's Equal Opportunity Program and Consideration of Others Program.</p> <p>STANDARD:</p> <p>REFERENCES: AR 600-20, DA PAM 600-26, V Corps &amp; USAREUR Consideration of Others Program Memorandum, and 3D COSCOM Affirmative Action plan</p>				
<p>1. Administration:</p> <p>a. The following publications, regulations, or guidance listed below are on hand:</p> <p>(1) AR 600-20, Army Command Policy (Jul 99).</p> <p>(2) DA Pam 600-26 (DA Affirmative Action Plan) (23 May 90) (Group Level only)</p> <p>(3) 3D COSCOM Affirmative Action Plan</p> <p>(4) Division/Brigade or equivalent Affirmative Action Plan (Group Level only)</p> <p>(5) DA PAM 350-20, Unit EO Training Guide (30 Aug 93)</p> <p>(6) Training Circular 26-6, Commander's EO Handbook (14 Oct 94)</p> <p>(7) DA Handbook, Consideration of Others Program (undated)</p> <p>b. The copies of the following policy statements/memorandums are maintained on unit bulletin boards: AR 600-20, 6-2 g (11)</p> <p>(1) CG, V Corps, 3D COSCOM, Group, Battalion, and Company policy letters and /or memorandum subject: AR 600-20, 6-2 g (11)</p> <p>a. Equal Opportunity</p> <p>b. Prevention of Sexual Harassment</p> <p>c. EO Complaint Procedures</p> <p>d. Consideration of Others Program memorandum</p> <p>e. "Open Door"</p>				

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<p>2. Complaint Processing:</p> <p>a. Are formal complaints processed IAW AR 600-20, Appendix E.</p> <p>b. Are formal complaints filed IAW the Army Marks? (Group level only) AR 600-20, E-11 b.</p> <p>3. Affirmative Action Plan (AAP): (Group level only) AR 600-20, Chapter 6, 6-13.</p> <p>a. Is the Group AAP reviewed annually and updated as required? AR 600-20, Chapter 6, 6-13 b.</p> <p>b. Is the higher headquarters AAP on hand? AR 600-20, Chapter 6, 6-13.</p> <p>4. Staffing:</p> <p>a. Does each battalion/company have a trained EOR on orders? Are EOR appointment orders on file? AR 600-20, 6-2 I.</p> <p>b. Does each company-size unit have a certified small-group facilitator (school trained) to support the implementation of the unit's Consideration of Others Program? V Corps Consideration of Others Memorandum paragraph 3, d.</p> <p>5. EO and CO2 Education/Training:</p> <p>a. Does the unit conduct Prevention of Sexual Harassment (POSH) and EO related training quarterly IAW AR 600-20, 6-14 a (2)?</p> <p>b. Does the unit conduct CO2 training IAW USAREUR Consideration of Others Program Memorandum?</p> <p>c. Does the training calendar include EO, EO-related, and CO2 training events and activities (i.e. ethnic observances)? AR 600-20, 6-14 a (2).</p> <p>d. Do senior leaders attend and participate in EO and CO2 training? AR 600-20, 6-14 a (3)</p> <p>e. Is Senior level EO training being scheduled and conducted? (Group Level) AR 600-20, 6-14 a (4)</p>				

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<p>6. Assessments and Reports:</p> <p>a. Does the unit administer the DA Command Climate Survey and the USAREUR Equal Opportunity Climate Assessment Survey (EOCAS). USAREUR Consideration of Others Program, 7, a.</p> <p>B. Are the completion dates of the surveys identified in the following: 1) the Quarterly Training Brief, and 2) the Quarterly Narrative Statistical Summary (QNSR)? AR 600-20, 6-14 a (1) a.</p>				